

DEPARTMENT OF THE ARMY
SAVANNAH DISTRICT, CORPS OF ENGINEERS
CESAS-CP P.O. BOX 889
SAVANNAH, GA 31402-0889

DISTRICT REGULATION
NO. 690-1-52

13 Feb 04

Civilian Personnel Advisory Center
DEPLOYMENT OF INTERNS

1. Purpose. Savannah District Supports the USACE and Army policies to allow interns who volunteer or are specifically requested (and are willing) to deploy in support of military contingency operations (CONOPS). USACE vigorously supports the Nation's Global War on Terrorism and its efforts to enhance national security. This policy provides the procedures for interns who volunteer for deployment.
2. Applicability. This policy applies to all Savannah District interns.
3. References. HQ USACE Policy dated 16 December 2003.
4. Responsibilities/Procedures.
 - a. Intern. Contacts Emergency Management Division to volunteer for deployment.
 - b. Emergency Management Division (EM). Notifies Division Chief and Executive Office for recommendation.
 - c. Civilian Personnel Advisory Center. Works with EM and the intern's supervisor to assess the requirements of the position to which the intern will be deployed.
 - d. Division Chief. Assess intern's current skills and capabilities that they are consistent with the duties of the CONOPS position (i.e., either the current line of work or previously gained area of expertise) and recommends that the intern can perform the duties. A decision paper initiated by the intern's supervisor will be forwarded through the chain of command to the Commander for each intern volunteer. Enclosed with the decision paper will be a certification for the Commander's signature.
 - e. Commander. Signs decision paper if he approves the deployment, which certifies to the Division Commander and the gaining command the duties the intern is capable of performing, and that there is no one else available in the organization that can perform the duties of the position who is willing to be deployed.

13 Feb 04

5. Intern's Professional Development Impact.

a. An intern who is deployed must be reassigned off intern rolls during deployment and is not considered an intern during the deployment period. Deployment duration is limited to no more than 6 months during the length of the internship. When the employee completes the deployment assignment, they will be reassigned back to the intern rolls and will resume their training. The projected graduation date from the intern program will be adjusted accordingly by the amount of time the intern was deployed. Promotions that are due the intern during the time of deployment will be processed to be effective on the appropriate date as specified in the intern's training plan. The employing activity should notify the gaining activity of the proposed date of the promotion and the gaining activity should process the intern's promotion when due.

b. Service time during deployment will count towards the intern's specialized experience time-in-grade requirements as long as the intern is working in the career field of their internship and has appropriate supervision. Time spent by interns working outside their career field cannot count towards specialized experience requirements for their internship.

6. Coordination. HQUSACE (CEHR-D) must be notified by the employing activity when an intern is deployed. Provide the intern's name, series, grade, effective date, and length of deployment (i.e., 120 days, 180 days).

7. POCs for this regulation are Thomas Harris, 912-652-5002, and Angie Yuschishin, 912-652-5116.

/s/

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Commanding